



## COMMERCIAL & INDUSTRIAL

### PLANS REVIEW "DROP OFF" CHECKLIST FOR COMMERCIAL AND INDUSTRIAL PROPERTIES

#### A. PLANS

- MUST HAVE THREE SETS OF COMPLETE PLANS. ALONG WITH THE CONSTRUCTION DRAWINGS THREE SETS OF THE FOLLOWING ARE REQUIRED
- 1. **TITLE 24 ENERGY CALCULATIONS** – signed with property and or project ID information on the front page.
- 2. **ENGINEERING CALCULATIONS**- wet stamp properly signed with property and or project ID information on the front page.
- 3. **PROPERTY PLAT** – Shall show all address information Property ID information must be on **every** sheet.

#### B. PRE-PLANS ACCEPTANCE

- BEFORE ANY PLANS ARE ACCEPTED FOR THE REVIEW THE FOLLOWING CONDITIONS ARE REQUIRED
- 1. **CITY PLANNING DEPARTMENT** Approval and or conditions of approval acceptable to the Building Department
- 2. **CITY ENGINEERING DEPARTMENT** Approval and or conditions for approval acceptable to the Building Department
- 3. **FIRE DEPARTMENT** plat approval is required. Every structure have sprinkler system and or alarm system must have Fire Department approval.
- 4. **FEES PAID** Pertaining to the plans review. Fees are calculated by square foot of the structure and may require a day or two to compute – figure this time into the project start.

#### C. PERMITS ISSUED

- BEFORE ANY PERMITS ARE ISSUED THE FOLLOWING IS REQUIRED
- 1. **SCHOOL FEES** must be paid before any permits can be issued.
- 2. **GRADING PERMIT** must be issued or provisions made for issuing through City Engineering.
- 3. **CITY BUSINESS LICENSE** must be issued to **all required** parties.
- 4. **SUB-CONTRACTOR LIST** is required to be presented to the building department. This list shall remain current at all times with a copy given to the City and posted at the job site.
- 5. **APPROVAL SET OF PLANS** is required before any permits are issued.
- 6. **FIRE DEPARTMENT** required approvals either stamped plans or original approval letter.
- 7. **FIRE LETTER FROM FIRE DEPARTMENT APPROVING SPRINKLERS.**

#### D. ADDITIONAL INFORMATION

- THE FOLLOWING IS INFORMATION OF IMPORTANCE
- 1. **CITY PERSONAL** are here to help any questions.
- 2. **PERMISSION** is always easier to gain than forgiveness – always check first with the City.
- 3. **CERTIFICATE OF OCCUPANCY** is required before any structure can be habited. Failure to comply will result in a **"STOP WORK"** order on the property with a fine enforced for everyday the structure is not in compliance.
- 4. **POOR PLANNING** by the applicant does not constitute an emergency on the part of the City.
- 5. **INFORMATION** that might be deleted or is absent from the required plans for any reason may cause a substantial delay in the approval process.

#### E. FIRE DEPARTMENT

1. Three sets of plans including **sprinkler** system.